



## WISCONSIN PUBLIC RECORDS LAW REQUEST

OFFICE OF THE CITY CLERK LICENSE DIVISION  
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202  
(414) 286-2238 EMAIL: LICENSE@MILWAUKEE.GOV

### PUBLIC RECORDS LAW - SECTIONS 19.31 to 29.39, Wis. Stats.

License Division  
City of Milwaukee  
Open Records Policy

The License Division of the Office of the City Clerk is located in Room 105, City Hall. It is responsible for records of license applications for over one hundred City of Milwaukee licenses.

The City Clerk has designated the License Division Manager legal custodian of all records generated by and/or held by the Division. The License Division Manager has designated the following positions as deputy legal custodians of records maintained in Room 105:

#### DEPUTY CUSTODIANS

LICENSE COORDINATOR JANICE WAGNER  
LICENSE DIVISION ASSISTANT MANAGER THOMAS WESSEL

### **LICENSE RECORDS LOCATION**

**License Division**  
**200 E. Wells St, Room 105**  
**CITY HALL**  
**Milwaukee, WI 53202**  
**Phone: (414) 286 – 2238**  
**Fax: (414) 286 - 3057**

Persons requesting these records should complete a Wisconsin Public Record Law Request form (ccl-recreqform). Requests should be faxed, mailed, emailed to [license@milwaukee.gov](mailto:license@milwaukee.gov) or made in person at the License Division between 8:15 AM and 4:30 PM Monday thru Friday, except holidays and furlough days. Requests that require viewing of records for 10 minutes or more require you call ahead of time and make an appointment.

Cost for locating records will be charged to the requestor if they exceed \$50. Prepayment may be required. A charge of 0.25 cents for a single copy and 0.25 cents per copy thereafter will be collected for copying of any records. An additional \$1.37 per copy will be charged for certified copies.